

DUTY STATEMENT

DEPARTMENT OF STATE HOSPITALS - ATASCADERO

JOB CLASSIFICATION: NURSING COORDINATOR (SAFETY)

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Coordinates the nursing care activities in a treatment program; assists the Program Director with the administration of a treatment program with particular emphasis on nursing care activities; ensures that Title 22 environmental issues are adhered to; routinely monitors the Daybook, Random Shakedown Log, Security Inspection Sheets, and other audits to ensure the safety, security and sanitation of the units/program; and does other work as required.

40% Promotes and supervises the principles of Performance Improvement. Establishes recommendations for Program Nursing Policy/Procedures as necessary; assures that existent Program/Unit nursing policy/procedures meet patient care needs and are congruent with the Nursing Procedure Manual, Hospital Administrative Policy Title 22 and JCAHO regulations. Participates as a member of the Hospitalwide Nursing Coordinator committee. Recruits and selects nursing staff for the Program. **Ensures Supervision across all shifts. Reviews unit and Program use of Registry and overtime related to unscheduled time usage and the staffing patterns of the units; audits and reports time usage for pattern and trend analysis; works with Unit Supervisors providing recommendations for improvement and initiation of corrective actions as needed.** Acts as Program Officer of the Day on a rotating basis. **Monitors, by visual checks, the cleanliness of the units and program monthly, maintaining a high profile in the Environmental Inspection process. Guides Unit Supervisors and their staff in readying the units for inspection, promoting an atmosphere of team building. Review unit environmental inspection audits to ensure follow through on areas that need improvement and Plans of Correction as needed.**

30% **Consults with, advises, and directs Unit Supervisors in the delivery of treatment and assures nursing service are providing the proper Standards of Care with quality service.** Promotes an environment conducive to meeting hospitalwide Recovery Model goals, with accurate documentation and reporting processes in place. Support a unit norm of non-violence. Promote patient safety via education and training of both patients and staff. Collaborate with Unit Supervisors and/or HSS to assess and address competency issues relative to nursing staff. Collaborates with other Program Management toward successful implementation of the

Clinical Evaluation System. As assigned, perform Program Management's review and response on Special Incident Reports. **Ensure that restraint and seclusion policies and procedures are followed.**

Ensures nondiscriminatory employment practices as well as nondiscriminatory delivery of services to patients; establishes hiring objectives to include appropriate employees according to patient/program needs. References Hospital and Department EEO policy as necessary; assures nondiscriminatory opportunity to employment and promotions. Assures that hospital administrative policy/procedures regarding patient rights is implemented on each unit. Work with other hospital departments to ensure operational needs of program are met. Ensures full compliance with operational aspects of Patient Rights program, including Denial of Rights process. Ensures open lines of communication reflected through smooth and timely implementation of plans and procedure changes.

30%

Identifies employee performance deficiencies/training needs. **Monitors completion of assignments given to the US's and HSS and takes corrective action relative to incomplete assignments.** Assists staff in problem solving process, meets with nursing staff as required to specify standards of care, develop approaches to patient care, address unresolved nursing issues and specify performance objectives. Consults with supervisory staff in determining appropriateness of disciplinary action; resource person regarding Hospital/Program policy, S.P.B. regulations and procedural guidelines; interfaces with Personnel Officer for clarification as necessary. **Is familiar with applicable nursing service employee labor contracts; monitors supervisory interventions to prevent potential labor contract violations; meets with employee union representatives as required by Program Director; clarify questionable work contract violations with Personnel Officer.** Collaborates with Unit Supervisors/Nursing staff to identify performance goals, training and career objectives. Encourage professional development of nursing service staff by supporting the CQI process, in-service training, formal education, professional organizations (PNA, PTPO), reading of professional literature, etc., and opportunities for new experience. **Ensures compliance with mandatory training standards. Effectively communicate to all unit employees that sexual harassment and behavior that may lead to sexual harassment is unacceptable in the work place. Monitor the performance of all employees to ensure the workplace is free from sexual harassment. Maintains appropriate monitoring and intervention relative to Relationship Security. Ensures timely completion of meaningful performance appraisals. Respond to staff concerns regarding health and safety issues either directly or through the Area-Specific Health Safety, and Violence Prevention Committee.** Model and ensure a proactive approach of safe work practices. Report injuries, unsafe

conditions, or concerns to appropriate source as directed. **Maintains program-tracking system to ensure that all staff are current in professional licensure.**

2. SUPERVISION RECEIVED

The Nursing Coordinator is supervised by the Program Director

3. SUPERVISION EXERCISED

The Nursing Coordinator supervises the Unit Supervisors, Program Custodians and Program Office Support staff (Account Managers, Training Coordinator's, etc.)

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

The principles and practices of personnel management and effective supervision in planning, organizing and directing technical nursing services staff of a treatment program; professional nursing principles and techniques; principles of specialized treatment and training techniques as they relate to the developmentally or mentally disordered offender; treatment program organization in developmental centers or State hospitals; medicines and narcotics; a supervisor's role in the Equal Employment Opportunity Program.

ABILITY TO:

Plan and direct the work of nursing services staff in a treatment program; develop nursing care and treatment plans in order to reach measurable objectives; assess, plan and implement staff training to meet patient objectives; work effectively with multidisciplinary clinical staff; represent the Program Director in discussions of all aspects of nursing services; communicate effectively.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

CPR (at facility option)

Maintains current certification.

MANAGEMENT OF ASSAULTIVE BEHAVIOR (at facility option)

Applies and demonstrates knowledge of correct methods in the management of assaultive behavior (MAB).

RESTRAINT/SECLUSION

Demonstrates knowledge of criteria and appropriately uses, applies, and removes restraint and/or seclusion.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES

Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

Ability to use the computer, ability to write reports, mathematical ability sufficient to balance staffing and submit overtime and position control reports.

6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

- Possess a valid license to practice as a psychiatric technician issued by the California Board of Vocational Nurse and Psychiatric Technician Examiners; or
- Possess the legal requirements to practice as a professional registered nurse in California as determined by the California Board of Registered Nurses.

7. TRAINING - Training Category = 5

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

The employee is required to work any shift and schedule in a variety of settings throughout the hospital as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

_____	_____	_____
Employee Signature	Print Name	Date

_____	_____	_____
Supervisor Signature	Print Name	Date

_____	_____	_____
Reviewing Officer Signature	Print Name	Date